

Subject: FW: CURRENT INSURANCE: SAN PEDRO PROPERTY OWNERS ALLIANCE - AGREEMENT E6899
From: "Bautista, Jessica" <JBautista@portla.org>
Date: 05/15/2017 08:41 AM
To: 'Lorena Parker' <lparker@sanpedrobid.com>
CC: "Adams-Lopez, Theresa" <TAdams-Lopez@portla.org>, "DeLaTorre, Denise" <DDeLaTorre@portla.org>

Hi Lorena,

Our Risk Management Division has asked for me to follow up with you again regarding the insurance update on agreement E6899. If your broker has submitted the insurance through Track4LA, could you please have them send the certificate email to DDeLaTorre@portla.org? She can then review and approve it for compliance, and then I will be able to process the first invoice for payment.

Thanks,

Jessica

Jessica Bautista
Management Analyst II
Community Relations
Port of Los Angeles | 425 S. Palos Verdes Street | San Pedro, CA 90731
(310) 732-3680 | jbautista@portla.org

From: DeLaTorre, Denise
Sent: Monday, May 15, 2017 8:01 AM
To: Bautista, Jessica
Cc: Carey, Tricia; Eldridge, Susana
Subject: RE: CURRENT INSURANCE: SAN PEDRO PROPERTY OWNERS ALLIANCE - AGREEMENTS E6889 AND E6899

Hi Jessica,

Please have your client or your clients Broker send me the certificate email received from Track4LA and I will review/approve for compliance.

Thank you, Denise

Denise De La Torre

Port of Los Angeles,
Risk Management
(310) 732-3995
ddelatorre@portla.org

From: Bautista, Jessica
Sent: Friday, May 12, 2017 4:29 PM
To: Eldridge, Susana <SEldridge@portla.org>
Cc: DeLaTorre, Denise <DDeLaTorre@portla.org>; Carey, Tricia <TCAREY@portla.org>
Subject: RE: CURRENT INSURANCE: SAN PEDRO PROPERTY OWNERS ALLIANCE - AGREEMENTS E6889 AND E6899

Lorena is my contact. I've sent her an email stating that I can't process her invoice until the insurance has been updated. Please let me know when it is in Track4LA.

Jessica

From: Eldridge, Susana
Sent: Friday, May 12, 2017 9:16 AM
To: Bautista, Jessica
Cc: DeLaTorre, Denise; Carey, Tricia
Subject: FW: CURRENT INSURANCE: SAN PEDRO PROPERTY OWNERS ALLIANCE - AGREEMENTS E6889 AND E6899

Hi Jessica,

Will you have your contact at San Pedro Property Owners Alliance submit their current insurance on Track4LA

please?

Thank you,
Susana

From: Bautista, Jessica
Sent: Tuesday, May 09, 2017 1:10 PM
To: Eldridge, Susana
Subject: FW: CURRENT INSURANCE: SAN PEDRO PROPERTY OWNERS ALLIANCE - AGREEMENTS E6889 AND E6899

This was the last email I received on insurance.

Jessica

From: Lorena Parker [<mailto:lparker@sanpedrobid.com>]
Sent: Monday, May 08, 2017 1:46 PM
To: DeLaTorre, Denise
Cc: Bautista, Jessica
Subject: Re: CURRENT INSURANCE: SAN PEDRO PROPERTY OWNERS ALLIANCE - AGREEMENTS E6889 AND E6899

Good afternoon,

Here is our certificate of insurance. I will call the carrier now to have them upload it to Track4LA.

Best regards,

Lorena Parker
Executive Director
San Pedro Property Owners' Alliance
**San Pedro Historic Waterfront
Business Improvement District**
390 W. 7th Street | San Pedro, CA 90731
T [310.832.2183](tel:310.832.2183) | F [310.832.0685](tel:310.832.0685)
Lparker@sanpedrobid.com
www.sanpedrobid.com

On Mon, May 8, 2017 at 1:30 PM, DeLaTorre, Denise <DDeLaTorre@portla.org> wrote:
Good Afternoon,

Current insurance for the above subject agreements are as follows:

General Liability	10/03/2017	105612
Auto Liability	None in Track4LA required \$5,000,000	Non-compliant
Workers' Compensation	11/14/2017	627534
Professional Liability	08/24/2017	105612

Please ask your client to have their Broker submit required insurance to Track4LA.

Thank You, Denise
Denise De La Torre
Port of Los Angeles,
Risk Management
[\(310\) 732-3995](tel:310.732.3995)
ddelatorre@portla.org

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- [Attachments-301/HOW TO SUBMIT A NEW CERTIFICATE IN TRACK4LA.pdf](#)